

Security Information

SEP 25 1953

Special Asst. to Deputy Director (Administration)

Executive Registry  
46579

Executive Officer, Office of Communications

Proposed Issuance No. [ ] Standardiza-  
tion of Filing Supplies

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1. This memorandum confirms the conversation on 22 September 1953 between [ ] Records Management Branch, Office of General Services, and [ ] Office of Communications.

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2. [ ] informed the undersigned that concurrences have been obtained throughout the Agency on proposed issuance No. [ ] which was circulated on 3 June 1953. The Office of Communications will concur in the draft of No. [ ] of June 1953 provided it is understood in advance that the Office of Communications will have a continuing need for 1/5 cut file guides until 1 January 1955. It is further understood that during this transition period this Office may continue to requisition 1/5 cut file guides as a normal item of supply without the necessity of written justification therefor.

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GENERAL SERVICES  
OFFICE OF THE CHIEF

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